



中銀香港(控股)有限公司

BOC HONG KONG (HOLDINGS) LIMITED

(Incorporated in Hong Kong with limited liability)

(于香港注册成立之有限公司)

(Stock Code 股份代号: 2388)

NOTIFICATION LETTER 通知信函

16 January 2020

Dear Non-registered Holder^{Note},

BOC Hong Kong (Holdings) Limited (“BOCHK”) — Notice of Publication of Circular regarding Continuing Connected Transactions

The English and Chinese versions of the Circular regarding Continuing Connected Transactions of BOCHK are now available in the “Investor Relations” section of BOCHK’s website at www.bochk.com and the website of Hong Kong Exchanges and Clearing Limited (“HKEx”) at www.hkexnews.hk.

If you want to receive printed version of future corporate communications to be issued by BOCHK including but not limited to, the annual reports and accounts, interim reports, notices of meetings, listing documents, circulars and proxy forms, please complete the Request Form overleaf and return it to BOCHK c/o Computershare Hong Kong Investor Services Limited (“BOCHK’s Registrar”) by using the mailing label at the bottom of the Request Form (no postage stamp is necessary if posted in Hong Kong; otherwise, please affix an appropriate stamp), or by hand delivery to BOCHK’s Registrar at 17M Floor, Hopewell Centre, 183 Queen’s Road East, Wan Chai, Hong Kong. You may also send a scanned copy of the Request Form duly completed and signed to BOCHK’s Registrar via email to bochk.ecom@computershare.com.hk. The Request Form may also be downloaded from BOCHK’s website at www.bochk.com or HKEx’s website at www.hkexnews.hk.

Should you have any queries relating to any of the above matters, please call BOCHK’s enquiry hotline at (852) 2846 2700 during business hours from 9:00 a.m. to 6:00 p.m. from Monday to Friday, excluding Hong Kong public holidays.

Yours faithfully,
For and on behalf of
BOC Hong Kong (Holdings) Limited
Luo Nan
Company Secretary

Note: This letter is addressed to non-registered holders of BOCHK (“Non-registered Holder” means such person or company whose shares are held in The Central Clearing and Settlement System (CCASS) and who has notified BOCHK from time to time through Hong Kong Securities Clearing Company Limited to receive corporate communications of BOCHK). If you have sold or transferred your shares in BOCHK, please disregard this letter and the Request Form overleaf.

敬啟者：

中銀香港(控股)有限公司(「中銀香港」) — 有关持续关连交易的通函的刊发通知

中銀香港有关持续关连交易的通函的中、英文版本现已上载于中銀香港网站(www.bochk.com)「投资者关系」一节及香港交易及结算所有限公司(「香港交易所」)网站(www.hkexnews.hk)。

倘若阁下欲收取中銀香港日后将会刊发的公司通讯文件的印刷本,包括但不限于年报及账目、中期报告、会议通告、上市文件、通函及代表委任表格,请填写在本函背面的要求表格,并使用该要求表格底部随附的邮寄标签寄回中銀香港经香港中央证券登记有限公司(「中銀香港过户处」)(如在香港投寄,毋须贴上邮票;否则,请贴上适当的邮票)或以专人交付位于香港湾仔皇后大道东183号合和中心17M楼的中銀香港过户处。阁下亦可把已填妥及签署的要求表格的扫描副本以电邮方式传送到 bochk.ecom@computershare.com.hk。该要求表格亦可于中銀香港网站(www.bochk.com)或香港交易所网站(www.hkexnews.hk)内下载。

如阁下对本函内容有任何疑问,请致电中銀香港查询热线(852) 2846 2700,办公时间为星期一至五(香港公众假期除外)上午9时正至下午6时正。

此致
各位非登记持有人^{附注}

代表
中銀香港(控股)有限公司
公司秘书
罗楠
谨启

2020年1月16日

附注: 此函件乃向中銀香港的非登记持有人(「非登记持有人」指股份存放于中央结算及交收系统的人士或公司,透过香港中央结算有限公司不时向中銀香港发出通知,希望收到中銀香港公司通讯文件)发出。如果阁下已经出售或转让所持有的中銀香港股份,则无须理会本函件及背面所附要求表格。

Request Form 要求表格

To: **BOC Hong Kong (Holdings) Limited ("BOCHK")**
(Stock Code: 2388)
c/o Computershare Hong Kong Investor Services Limited
17M Floor, Hopewell Centre, 183 Queen's Road East,
Wan Chai, Hong Kong

致：中银香港(控股)有限公司(「中银香港」)
(股份代号：2388)
经香港中央证券登记有限公司
香港湾仔皇后大道东183号
合和中心17M楼

I/We would like to receive printed version of the corporate communications of BOCHK ("Corporate Communications")^{Note 1} in the manner as indicated below:

本人/吾等希望以下列方式收取中银香港公司通讯文件(「公司通讯文件」)^{附注1}的印刷版本：

(Please tick **ONLY ONE box**^{Note 2})
(请以「✓」号选择一项^{附注2})

- to receive the **printed English version** only; or
只收取**英文印刷本**；或
- to receive the **printed Chinese version** only; or
只收取**中文印刷本**；或
- to receive **both printed English and Chinese versions**.
收取**英文及中文印刷本**。

Contact telephone number(s):

联络电话号码：_____

Signature(s) :

签名：_____

Date:

日期：_____

Notes 附注：

- Corporate Communications refer to any document issued or to be issued by BOCHK for the information or action of holders of any of its securities, including but not limited to (a) the annual report and accounts; (b) the interim report; (c) a notice of meeting; (d) a listing document; (e) a circular; and (f) a proxy form.
公司通讯文件指中银香港发出或将于发出以供其任何证券的持有人参照或采取任何行动的任何文件，其中包括(但不限于)：(a)年报及账目；(b)中期报告；(c)会议通告；(d)上市文件；(e)通函；及(f)代表委任表格。
- Please tick only one box on this Request Form. Any Request Form with more than one box ticked, with no box ticked, with no signature or otherwise incorrectly completed will be void.
在本要求表格只可选择一项。如在本要求表格作出超过一项选择、或未有作出选择、或未有签署、或在其他方面填写不正确，则本要求表格将会作废。
- Please complete all your details clearly.
请阁下清楚填写所有资料。
- This Request Form is addressed to non-registered holders of BOCHK ("Non-registered Holder" means such person or company whose shares are held in The Central Clearing and Settlement System (CCASS) and who has notified BOCHK from time to time through Hong Kong Securities Clearing Company Limited to receive Corporate Communications).
此要求表格乃向中银香港的非登记持有人(「非登记持有人」指股份存放于中央结算及交收系统的人士或公司，透过香港中央结算有限公司不时向中银香港发出通知，希望收到公司通讯文件)发出。
- The above instructions will apply to the Corporate Communications to be sent to you until you notify BOCHK c/o Computershare Hong Kong Investor Services Limited to the contrary or unless you have at any time ceased to have shareholdings in BOCHK.
上述指示将适用于将发送予阁下的所有公司通讯文件，直至阁下通知中银香港经香港中央证券登记有限公司另外的安排或任何时候停止持有中银香港的股份。
- For the avoidance of doubt, we do not accept any other instructions given on this Request Form.
为免存疑，任何在本要求表格上的额外指示，中银香港将不予处理。

Please cut the mailing label and stick it on an envelope
to return this Request Form to us.

No postage stamp is necessary if posted in Hong Kong.

当阁下寄回本要求表格时，请将邮寄标签剪贴于信封上。
如在本港投寄，阁下毋须支付邮费或贴上邮票。

Mailing Label 邮寄标签

Computershare Hong Kong Investor Services Limited
香港中央证券登记有限公司

Freepost No. 简便回邮号码：37
Hong Kong 香港